



CalJOBS Help Sheet 17

Creating Alerts in CalJOBS

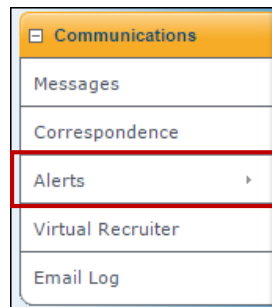
Prepared by: Research and Statistics Division

How to Create Alerts in CalJOBS

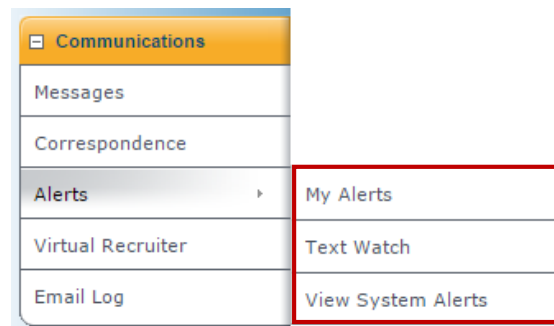
This section provides a step by step guide on how to create alerts in CalJOBS. Alerts can be created based on a variety of criteria, and the Alert will appear as a notification when you log in to CalJOBS.

Creating an Alert:

Navigate towards the “Communications” tab in the Left Navigation Panel and locate the “Alerts” option.

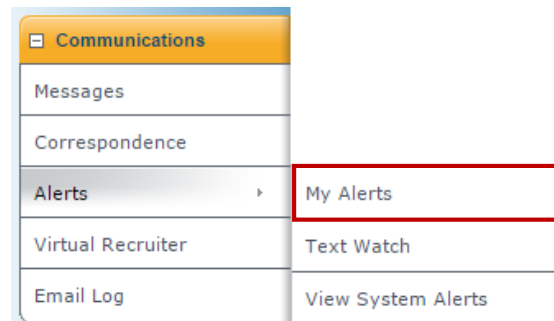


Hovering over the “Alerts” option will show a menu of available options to the right.



How to Add Alert Subscriptions

1. To add or view an existing Alert, click on “My Alerts”.



2. If you created alerts in the past, the next page will show your current alerts.

Workforce Innovation and Opportunity Act (WIOA) Alerts				
Alert Description	Days	Notify	Create Date	Action
WIOA Activity Projected End Date	30 days prior	Everyday	04/08/2016	Delete
WIOA Activity Projected Start Date	30 days prior	Everyday	04/08/2016	Delete
WIOA Followup Alert	1 day prior	Everyday	04/08/2016	Delete
WIOA Male Participants about to turn 18	15 days prior	Once	04/08/2016	Delete
WIOA Participants expiring work authorization	15 days prior	Everyday	04/08/2016	Delete
WIOA Soft Exit	1 day prior	Everyday	04/08/2016	Delete
WIOA Younger Youth Goals About to Expire	30 days prior	Everyday	04/08/2016	Delete

Miscellaneous Alerts				
Alert Description	Days	Notify	Create Date	Action
Text Watch Alert	N/A	Everyday	04/08/2016	Delete

[Modify My Alert Subscriptions](#)

Click the "Delete" link to delete that particular subscription.

3. To edit any of the existing subscriptions, or start a new subscription, click on the "Modify My Alert Subscriptions" button.
4. You will now be directed to a list of available alerts that are categorized by type, such as WIOA, WP, CRM, etc. In order to subscribe to your desired alerts, you must click on the check box located to the left of the alert description. Then, select the number of **Days** before, after, or since the alert (the number of days will vary depending on the type of alert being set up). Lastly, select when you would like to be notified by CalJOBS.

Workforce Innovation and Opportunity Act (WIOA) Alerts			
	Alert Description	Days	Notify
<input checked="" type="checkbox"/>	WIOA Activity Projected Start Date This alert will notify you when an Individual in your case load has a projected WIOA activity start date that is about to occur.	30 days prior ▾	<input type="radio"/> On the day only <input checked="" type="radio"/> Everyday after
<input checked="" type="checkbox"/>	WIOA Activity Projected End Date This alert will notify you when an Individual in your case load has a projected WIOA activity end date that is about to occur.	30 days prior ▾	<input type="radio"/> On the day only <input checked="" type="radio"/> Everyday after
<input checked="" type="checkbox"/>	WIOA Soft Exit This alert will notify you when an Individual in your case load is about to soft exit from the WIOA program.	1 day prior ▾	<input type="radio"/> On the day only <input checked="" type="radio"/> Everyday after
<input checked="" type="checkbox"/>	WIOA Male Participants about to turn 18 This alert will notify you when an Individual in your case load is about to turn 18 years of age.	15 days prior ▾	<input checked="" type="radio"/> On the day only <input type="radio"/> Everyday after
<input checked="" type="checkbox"/>	WIOA Younger Youth Goals About to Expire This alert will notify you when an Individual with Youth Goals is about to expire where the status is set but attainment is pending.	30 days prior ▾	<input type="radio"/> On the day only <input checked="" type="radio"/> Everyday after
<input checked="" type="checkbox"/>	WIOA Participants expiring work authorization This alert will notify you when an Individual in your case load whose authorization to work is about to expire.	15 days prior ▾	<input type="radio"/> On the day only <input checked="" type="radio"/> Everyday after
<input checked="" type="checkbox"/>	WIOA Followup Alert This alert will notify you when an Individual in your case load has a follow-up date that is nearing.	1 day prior ▾	<input type="radio"/> On the day only <input checked="" type="radio"/> Everyday after
<input type="checkbox"/>	WIOA Literacy Numeracy Pre-Test has not been posted This alert will notify you when a Youth is enrolled that meets the requirement for literacy numeracy testing has not had a pre-test posted within 60 days of their first youth service date.	None Selected ▾	<input checked="" type="radio"/> On the day only <input type="radio"/> Everyday after

5. Once your selections are made, click on the “Save” button located at the bottom of the page. CalJOBS will then let you know that your alert subscriptions have been updated.

The next time you log-in to CalJOBS, there will be a pop-up window that will display any alert that has been activated.

How to Add Text Watch Alerts

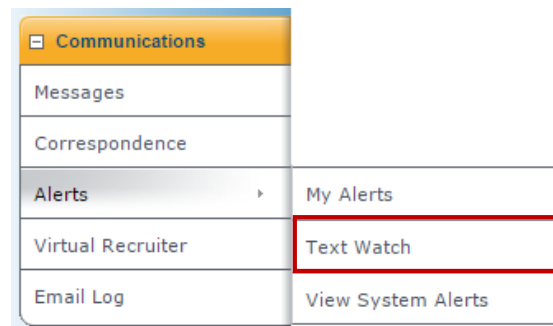
Another type of alert available in CalJOBS is the “Text Watch Alert”. A Text Watch Alert allows you to get an alert based on a keyword on a specific area in the system, such as the “Message Center Inbox” or “Job Orders”.

To add a Text Watch Alert, ensure that you are subscribed to the desired alert by following steps 1, 2, and 3 on “How to Add Alert Subscriptions”.

Then, navigate towards the “Miscellaneous Alerts” section and make certain that the “Text Watch Alert” checkbox is checked and the desired options from the “Notify” column are selected. If changes are made, click on the “Save” button.

Miscellaneous Alerts			
	Alert Description	Days	Notify
<input checked="" type="checkbox"/>	Text Watch Alert This alert will notify you when text flagged for alerting is detected in items having been created or modified in the past 24 hours in the selected area(s).	N/A	<input checked="" type="checkbox"/> Message Center Inbox - Individuals <input checked="" type="checkbox"/> Message Center Inbox - Employers <input checked="" type="checkbox"/> Job Orders - Internal <input checked="" type="checkbox"/> Job Orders - External

1. Once you subscribe to the “Text Watch Alert”, locate and hover over the “Alerts” option in the “Communications” section in the left navigation panel, and select “Text Watch”.



2. CalJOBS will then take you to a screen that shows a list of available “Text Watch Alerts” that have been previously created (if any).

Click here to modify your Alert Subscriptions.

The “Preview Alert” link will allow you to see a preview of a Text Watch Alert.

Filter the list by a specific area.

Edit or delete an existing alert.

Click “Add a new text watch entry” to create a new text alert.

Text Watch Alert Subscription Options

Status: **ENABLED**
Click [here](#) to change your subscription status.
[Preview Alert](#)

Available Text Watch Alerts

Filters

Area(s) to watch:

- ☐ Message Center Inbox - Individuals
- ☐ Message Center Inbox - Employers
- ☐ Job Orders - Internal
- ☐ Job Orders - External

Text to watch	Area(s) to watch	Added by	Added on	Action
full time	Message Center Inbox - Individuals Message Center Inbox - Employers Job Orders - Internal Job Orders - External	3800	4/10/2012 9:58:42 AM	Edit Delete
pay for job	Message Center Inbox - Individuals Message Center Inbox - Employers Job Orders - Internal	3816	4/10/2012 9:58:45 AM	Edit Delete
work from home commute	Message Center Inbox - Individuals Message Center Inbox - Employers	3819	4/10/2012 9:58:52 AM	Edit Delete
Jose	Message Center Inbox - Individuals Message Center Inbox - Employers Job Orders - Internal Job Orders - External	3803	4/10/2012 9:59:31 AM	Edit Delete
work from homw	None Selected	3829	4/10/2012 9:59:47 AM	Edit Delete
Work at Home	Job Orders - Internal Job Orders - External	4184	4/13/2012 1:24:11 PM	Edit Delete
\$50,000	Job Orders - Internal Job Orders - External	4192	4/20/2012 11:13:21 AM	Edit Delete
50,000.00	Message Center Inbox - Individuals Job Orders - Internal Job Orders - External	4199	4/20/2012 11:13:24 AM	Edit Delete
\$60,000	Message Center Inbox - Individuals Job Orders - Internal Job Orders - External	4211	4/20/2012 11:13:40 AM	Edit Delete
Free	Message Center Inbox - Individuals Message Center Inbox - Employers Job Orders - Internal Job Orders - External	4214	4/20/2012 11:13:42 AM	Edit Delete

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[Add a new text watch entry](#)

3. To create a new text watch entry, click on the “Add a new text watch entry” link located at the bottom of the list.
4. Type the desired keyword in the “Text to watch” field and select the areas where you would like CalJOBS to watch for the specified keyword.

Text Watch Information

* Text to watch:

* Area(s) to watch:

- ☒ Message Center Inbox - Individuals
- ☒ Message Center Inbox - Employers
- ☒ Job Orders - Internal
- ☒ Job Orders - External

[Save](#) [Cancel](#)

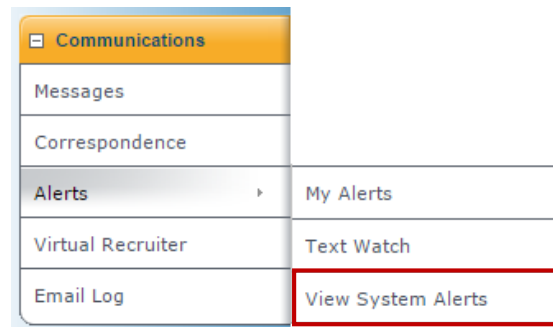
5. Click on the “Save” button and the new text watch entry will be added to the list.

The next time you log-in to CalJOBS, there will be a pop-up window that will display if any of your text alerts have been activated.

System Alerts

Only staff has access to **View System Alerts**. To view all the available system alerts in CalJOBS, follow the steps below.

1. Locate and hover over the “Alerts” option in the “Communications” section in the left navigation panel, and select “View System Alerts”.



2. CalJOBS will then show the list of System Alerts.

[Hide Filter Criteria](#)

Filter System Alerts using items below

System Alert Category	None Selected ▼	Recipient Type	None Selected ▼
System Alert Type	None Selected ▼	Nightly Process	None Selected ▼
Enabled	None Selected ▼		

[Filter | Reset Filter]

Results View: [Summary](#) | [Detailed](#)

System Alert	Recipient Type	Nightly Process	Enabled	Action
A request to assist an employer	Multiple	No	Yes	View
A request to assist an employer	Staff	No	Yes	View
A UI type employer has registered or a Recruiting Employer has requested UI Access	Multiple	No	Yes	View
Agent / Employer relationship has been activated. Agent Alert	Staff	No	Yes	View
Agent / Employer relationship has been activated. Staff Alert	Multiple	No	Yes	View
Agent / Employer relationship has been deactivated. Agent	Staff	No	Yes	View
Agent / Employer relationship has been deactivated. Employer	Staff	No	Yes	View
Agent / Employer relationship has been deactivated. Staff	Multiple	No	Yes	View
Analyst Welcome Message	Analyst	No	Yes	View
Appointment Reminder	Multiple	Yes	Yes	View
BPC Wage Audit	Individual	No	Yes	View
Career Network Invitation - Individual	Individual	No	Yes	View
Dynamic Forms Update Answers	System Defined	Yes	Yes	View
Employer has requested to upgrade account to a UI employer	Employer	No	Yes	View
Employer Job Order TEGL 10-14 Notice	Employer	No	Yes	View
Employer Job Order TEGL 11-14 Notice	Employer	No	Yes	View
Employer job order TEGL notice	Employer	No	Yes	View
Employer Job Order TEGL Notice	Employer	No	Yes	View
Employer Registration Email Notification Registered Email	Employer	No	Yes	View
Employer Registration Email Notification Tax Email	Employer	No	Yes	View
Employer Registration Email Notification Tax Email matches Registration Email	Employer	No	Yes	View
Employer Registration Not Validated	Employer	No	Yes	View
Employer Registration Validated	Employer	No	Yes	View
Employer Suspicious Individual Access	Multiple	Yes	Yes	View
Employer Suspicious IP	Multiple	Yes	Yes	View

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Click on the “Show Filter Criteria” link to show the different filter options.

You can filter the alerts based on the selected filters.

You can change how you see the alerts list by clicking on the “Summary” or “Detailed” link.

Click on the “View” link to see more details about that specific alert.

3. Click on the “View” link to see more details about that specific alert.

Here is a preview of the selected system alert.

Alert Name: A request to assist an employer
Enabled: Yes
Alert Subject: A request to assist an employer
Alert Body:

##AGENTNAME## has requested to act on behalf of ##EMPLOYERNAME## as an agent for their unemployment services. Please log into ##SYSTEMNAME## and go to the Agent's tab to activate this agent. There, you will be able to select the privileges you wish to grant them.

[Return to System Alerts List](#)

This is a preview of a System Alert.

Please note that System Alerts can only be enabled or disabled by administrative users.